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6 August 1954

OFFICE OF PERSONNEL MEMORANDUM NO. 40-170-2

SUBJECT: Hand Delivery of Mail

1. It has come to my attention that material marked for delivery by hand is in some instances being transmitted via regular messenger service. The recipient of such material is responsible for insuring that instructions for hand carrying to the next addressee are followed. Failure to do so may unnecessarily delay an urgent document or violate security requirements concerning the transmittal of certain documents.

2. Each member of the Office of Personnel should be reminded of the importance of delivering material marked for hand carry as indicated.

STATINTL


George E. Meloon
Deputy Assistant Director
for Personnel

*Recd. by 5-130-4
(37-55) 20 Jul 54*

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55-54